

## Table of Contents

<b>I.</b>	<b>Introduction</b>	<b>2</b>
<b>II.</b>	<b>Vendor Registration Login Page</b>	<b>2</b>
<b>III.</b>	<b>Required Information</b>	<b>3</b>
<b>IV.</b>	<b>Username/Password</b>	<b>4</b>
<b>V.</b>	<b>Main Contact</b>	<b>5</b>
<b>VI.</b>	<b>Company Information</b>	<b>5</b>
<b>VII.</b>	<b>HUB Categories</b>	<b>9</b>
<b>VIII.</b>	<b>Locations/Contacts</b>	<b>10</b>
<b>IX.</b>	<b>Commodity Selection</b>	<b>18</b>
<b>X.</b>	<b>Construction Codes</b>	<b>18</b>
<b>XI.</b>	<b>eQuote</b>	<b>19</b>
<b>XII.</b>	<b>Terms of Use</b>	<b>20</b>
<b>XIII.</b>	<b>Vendor Link</b>	<b>21</b>
<b>XIV.</b>	<b>Registration Summary</b>	<b>22</b>

## I. Introduction

Statewide Vendor Registration is an Internet application that allows companies and individuals to register for North Carolina E-Procurement. By completing the registration, it allows companies to receive purchase orders for State Agencies, Community Colleges and School Systems. This registration also allows companies to respond to information solicitations for price quotes from those same entities by using eQuote.

This guide will provide detailed steps to complete the registration process. If there are any questions during the registration, please contact the North Carolina E-Procurement Helpdesk via phone at 888-211-7440, option 2, or via email at [epservice@its.nc.gov](mailto:epservice@its.nc.gov).

## II. Vendor Registration Login Page

1. Navigate to <https://vendor.ncgov.com> to begin registration.
2. On the right side of the page, enter the company name in the '**Vendor Name**' field and the company's federal tax ID number (without the dashes).

Note: Individuals registering with NC E-Procurement should enter their name in the 'Vendor Name' field and their Social Security Number in the 'Federal Tax ID Number' field (without the dashes).

3. Click 'Register' to begin the registration process.

The screenshot shows the 'Statewide Vendor Registration' page. At the top, there is a navigation bar with links: 'HUB Office', 'Governor's Page', 'Purchase & Contract', 'ITS', and 'NC @ Your Service Portal'. Below this is the 'Vendor Registration' section. It includes a 'Welcome to the State of North Carolina's Vendor Registration Website!' message. Two forms are visible: 'Vendor Login' and 'New Vendor Registration'. The 'New Vendor Registration' form has fields for 'Vendor Name', 'Federal Tax ID Number', and 'Re-enter Federal Tax ID', along with a 'Register' button. A yellow callout box with an arrow points to these fields, containing the text: 'Enter the company name and federal tax ID number to begin the registration process.' Below the forms, there is a 'PLEASE NOTE' section with a link to register for Vendor Link and a note about the minimum browser version required.

**Vendor Login**

Username:

Password:

Login

[Forgot Username/Password?](#)

**New Vendor Registration**

Vendor Name:

Federal Tax ID Number:

Re-enter Federal Tax ID:

Register

PLEASE NOTE: If you want to receive electronic notification of solicitation notices you must also register in Vendor Link:  
 Click here: <http://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>.

Minimum [browser version](#) required: Netscape Navigator 4.08 or Microsoft Internet Explorer 4.0.

### III. Required Information

1. Read the information listed on the 'Required Information' page and click 'Continue with registration.'

**NC your service**  
 www.ncgov.com

**E-Procurement**

[HUB Office](#) | [Governor's Page](#) | [Purchase & Contract](#) | [ITS](#) | [NC @ Your Service Portal](#)

[Contact Us](#)

## Statewide Vendor Registration

Welcome: **Company ABC**

- ☒ **Required Information**
- ☐ Username/Password
- ☐ Main Contact
- ☐ Company Information
- ☐ HUB Categories
- ☐ Locations/Contacts
- ☐ Commodity Selection
- ☐ Construction Codes
- ☐ eQuote
- ☐ Terms of Use
- ☐ VendorLink

**Registration Summary**

[Logout](#)

Click **Save** or **Continue** to Save Your Changes on Every Page

### Required Information

Thank you for your interest in participating in the North Carolina eProcurement Vendor Registration. Please be aware that in order to complete the registration process you will need the following information about yourself or your business:

- A contact person for each of your locations
- Complete address for each of your locations (including details for sending purchase orders, payments and bills to each location)
- Commodity codes that describe the products and/or services you provide
- Tax filing information, if clarification of Tax ID or business name is needed
- Bank account information for electronic payment processing (optional)
- Your HUB information (Historically Underutilized Business)

Please note: If you have done business with the state within the last year, much of the information you have provided to the State may be defaulted within the following screens. Please read and confirm the information, and correct it if necessary.

If you are not the person who can provide this information for your business, please contact that person and ask them to register for this site.

[Cancel this registration](#) [Continue with registration](#)

[\[Privacy Statement\]](#) [\[Terms of Use\]](#) [\[Frequently Asked Questions\]](#) [\[Glossary\]](#)

Copyright © 2001 State of North Carolina  
 NC E-Procurement Service Help Desk: 1-888-211-7440

## IV. Username/Password

1. Create a username and password for the account. The username should be 6-12 characters long and the password should be 6-15 characters long.

**Statewide Vendor Registration**

### Username and Password

Please choose a Username/Password.

Please create a New Username and Password that is different than the one that was previously assigned to you. Your Username and Password should be something that you can remember. Do not share them with anyone. Once you have created a new username and password, click the Save button to proceed with your registration.

Fields in **bold** are required.

**Username**  
 (Must be at least 6 but not more than 12 characters long)

**Password**  
 (Must be at least 6 but not more than 15 characters long)

**Re-enter Password**  
 Confirm your password

**Save**

Click **Save** or **Continue** to Save Your Changes on Every Page

[Privacy Statement](#) [Terms of Use](#) [Frequently Asked Questions](#) [Glossary](#)

2. Click '**Save**' to continue with registration.

## V. Main Contact

1. Complete the **'First Name'**, **'Last Name'**, **'Title'**, **'Phone Number'** and **'Email Address'** for the person responsible for completing the registration. This person will be contacted if there are any questions in the future about the account.

☐ **Main Contact**  
☐ Company Information  
☐ HUB Categories  
☐ Locations/Contacts  
☐ Commodity Selection  
☐ Construction Codes  
☐ eQuote  
☐ Terms of Use  
☐ VendorLink  
☒ **Registration Summary**  
  

Click **Save** or **Continue** to Save Your Changes on Every Page

### Main Contact

Save

Please enter the Contact information for the person responsible for entering this Vendor Registration information. The Main Contact person for your account will be contacted if there are any questions about your registration. Once you have entered and/or updated your contact information click the Save button to proceed with your registration.

Fields in **bold** are required.

**First Name**

**Last Name**

**Title**  
Example: President, Vice President

**Phone Number**  
Provide toll-free number if available  
Example: 999-123-4567, 123-456-7890 ex. 123

**Email Address**  
Example: Jane@hercompany.com

 If you don't have an email address, please visit the [Yahoo! Free Email Site](https://login.yahoo.com) (<https://login.yahoo.com>), and click on Sign Up.  

**Confirm Email Address**  
Please confirm your email address by re-entering it here.

**Note:** Enter the phone number in 999-999-9999 format. If the Main Contact has an extension, include this information in the 'Phone Number' field. The format of the extension is 'ex. 999.'

2. Once the information is completed, click **'Save'**.

## VI. Company Information

1. The **'Company Information'** page will answer basic questions about the organization.
2. Complete the Information in the **'General Vendor Information'** section
  - a. **Vendor Name** – defaults based on the information entered for the **'Vendor Name'** when beginning the registration. The **'Vendor Name'** can be changed.
  - b. **Ariba Network ID** – If the company has registered on the Ariba Commerce Service Network, the Ariba Network ID should be entered in this field. If the company does not have an Ariba Network ID, the field should be left blank. For an explanation of Ariba Services, visit [www.ariba.com](http://www.ariba.com).
  - c. **Dun and Bradstreet Number** – The Dun and Bradstreet Number is a worldwide method of classifying businesses. The number can be used to uniquely identify a business, or to

link it to other entities within a corporation. If the company does not have a Dun and Bradstreet Number, this field should be left blank.

- d. **What is the address of your company's website?** – Enter the website for your company in this field. If your company does not have a website, the field can be left blank. The website should be in the following format: <http://www.ncgov.com>.

**Note:** For individuals, the Ariba Network ID, Dun and Bradstreet Number and Company Website will more than likely not need to be completed.

The screenshot shows the 'Statewide Vendor Registration' page. On the left is a sidebar with the 'NC @ your service' logo and a list of navigation links: 'Required Information', 'Username/Password', 'Main Contact', 'Company Information', 'HUB Categories', 'Locations/Contacts', 'Commodity Selection', 'Construction Codes', 'eQuote', 'Terms of Use', and 'VendorLink'. Below these is a 'Registration Summary' section with a 'Logout' button and a message: 'Click Save or Continue to Save Your Changes on Every Page'. The main content area has a green header with 'Contact Us' and navigation links: 'HUB Office', 'Governor's Page', 'Purchase & Contract', 'ITS', and 'NC @ Your Service Portal'. The title 'Statewide Vendor Registration' is prominently displayed. Below it, a message says 'Saved Main Contact information.' The 'General Vendor Information' section contains instructions and several input fields: 'Vendor Name' (with 'Company ABC' entered), 'Ariba Network ID (if applicable)' (with a note to go to www.Ariba.com), 'Dun and Bradstreet Number (if applicable)' (with an example 322342535), and 'What is the address of your company's website?' (with an example http://www.ncgov.com).

3. Complete the 'Tax Information' for the company.
- Federal Tax ID Number** – This is not an editable field. The Federal Tax ID number is defaulted from the information entered when beginning the registration.
  - Name that appears on 1099 form** – If a 1099 form should be prepared with a name other than that listed in the 'Vendor Name' field, it should be specified here.
  - Do you Factor your Receivables to an external third party?** – If another business entity should receive payment for the goods or services provided by your company, the information should be specified here. The vendor's name, address and phone number should be listed in the field.

**Tax Information**

[Federal Tax ID Number](#)  
998877889

[Name that appears on 1099 form](#)  
(if different from above)

Do you [factor your receivables](#) to an external third party?  
☐ Yes ☒ No

If you answered Yes to the previous question, please provide Name, Address and Phone of the external third party to which you factor your receivables:

4. Complete the **'Individual and Business Characteristics'**
  - a. Check all boxes that apply when describing the company. If none listed apply, the fields should be left blank.

**Note:** If registering as an individual, the check box next to 'Individual' should be checked.

**Individual and Business Characteristics**

Check all that apply.

☐ [Corporation](#)

☐ [Individual](#)

☐ [Partnership](#)

☐ [Sole Proprietorship](#)

☐ [Medical/Health Corporation](#)

☐ [Sub-Chapter S Corporation](#)

- b. **Is your business Not for Profit?** – Change the radio button to 'Yes' or 'No' depending on whether or not the company is a non-profit organization.
  - c. **Is your business any of the following:** - Check any boxes that apply. If none listed apply, the fields should be left blank.
  - d. **Which of the following characteristics, if any, describe the owner(s) of your business:** - Check all fields that apply. If none apply, the fields should be left blank.

**Note:** An owner is described as a person who owns at least 51% of the business, or stock in the case of a corporation, and controls the management and daily operations of the business.

**Note:** Any characteristics that are blue and underlined are hyperlinks that will take users to a new window providing a brief description of each characteristic.

**Is your business Not for Profit?**  
☒ No ☐ Yes

Is your business any of the following:  
 Check all that apply

☐ [A Small Business](#)  
☐ [Disabled Business Enterprise](#)  
☐ [Non Profit Work Center for the blind and severely disabled](#)

Which of the following characteristics, if any, describe the owner(s) of your business:

Owner: person who owns at least 51% of the business, or stock in the case of a corporation, and controls the management and daily operations of the business.

Check all that apply.

☐ African American (Black)  
☐ Asian American (including Pacific Islander)  
☐ Hispanic/Latino American (Mexican, Caribbean Islander, Central or South American, other Portuguese or Spanish origin)  
☐ Person with Disability  
☐ [Socially and Economically Disadvantaged](#)  
☐ Woman  
 American Indian (including Alaskan Native) - Please select appropriate tribe:  
 Select

- e. **Government: Are you registering as a government entity?** – change the radio button to the response that matches the company description. If the vendor is not a government agency, then the ‘No’ radio button should be selected.
- f. **School/College/University: Are you registering an educational entity?** – change the radio button to the response that matches the company description. If the company is not a Community College, local school system, or university, the ‘No’ radio button should be selected.
- g. **Does your business provide:** - select the radio button that describes the commodities that the company provides. If the company provides both goods and services select the radio next to ‘Both Goods and Services.’
- h. **Does your business provide medical services:** - Select the corresponding radio button.

**Government:**  
 Are you registering a government entity?

☒ No  
☐ NC Local Government Entity  
☐ NC State Government Entity  
☐ Out of State Government Entity (State or Local)  
☐ US Federal Government Entity

**School/College/University:**  
 Are you registering an educational entity?

☒ No  
☐ NC Community College  
☐ NC Local School System  
☐ NC University System  
☐ Out of State University  
☐ Historically Black College or University

**Does your business provide:**  
☐ Both Goods and Services ☒ Goods Only ☐ Services Only

**Does your business provide medical services:**  
☒ No ☐ Yes

5. Click ‘Save.’



## VII. HUB Categories

1. Complete the HUB Selection for the company.

**Statewide Vendor Registration**

Welcome: **Company ABC**

☒ Required Information  
☒ Username/Password  
☒ Main Contact  
☒ Company Information  
☐ **HUB Categories**  
☒ Locations/Contacts  
☒ Commodity Selection  
☒ Construction Codes  
☒ eQuote  
☒ Terms of Use  
☒ VendorLink

**Registration Summary**  
 Logout

Click **Save** or **Continue** to Save Your Changes on Every Page

**Saved General Company information.**

The HUB selections available are automatically generated based upon the business characteristics you selected on the Company Information page.

You must select your desired HUB Category and click 'Continue' in order for your selection to be saved.

Businesses in the following categories are considered Historically Underutilized Businesses (HUBs) if at least fifty-one percent (51%) of the business, or stock in the case of a corporation, is owned by one or more persons in the respective category; and the management and daily business operations of the firm are controlled by the HUB listed as owning 51% interest or stock in the firm.

Official HUB certification must be received from the HUB Office. Your company's HUB status will remain Self-Designated, until notification of certification has been received.

**Check only one of these HUB categories:**

☐ None  
☒ [Disabled-Owned Business Enterprise](#)  
☐ [Female](#)

**Note:** HUB Vendors are Historically Underutilized Businesses. Official HUB Certification must be received from the HUB Office. The company's HUB status will remain as **'Self-Designated'** until notification of certification has been received. To learn about Historically Underutilized Businesses and to complete registration, visit <http://www.doa.state.nc.us/hub/>.

2. Click **'Continue.'**

## VIII. Locations/Contacts

1. If necessary, add any additional contacts to the account by selecting '**New Contact.**'

**Note:** Only persons listed on the account will have permission to obtain the login information from the helpdesk and/or make changes to the account.

**Statewide Vendor Registration**

Welcome: **Company ABC**

- ☒ Required Information
- ☒ Username/Password
- ☒ Main Contact
- ☒ Company Information
- ☒ HUB Categories
- ☐ **Locations/Contacts**
- ☐ Commodity Selection
- ☐ Construction Codes
- ☐ eQuote
- ☐ Terms of Use
- ☐ VendorLink
- Registration Summary

**Contacts**

[New Contact](#)

In order to complete the Contact, Bank Account and Location information for your company, click the Edit button to review existing information. Click the New Contact, New Bank Account and New Location Buttons to enter this information for your company. Once you have completed the company information details, click the Continue button to proceed with your registration.

Last Name	First Name	Title	Phone	Email
Doe	Jone	Owner	123-456-7890	company@domain.com

[Edit](#) | [Delete](#)

2. If the company would prefer to receive payment electronically, complete the E-Payment Bank Account information by selecting '**New Bank Account**'. To complete this form, the following information is needed:
  - a. Account Number
  - b. Routing Number
  - c. Bank Name and Address

**Note:** If doing business with State Agencies, a Vendor Electronic Payment form will need to be completed and mailed to the Office of the State Controller. To obtain a copy of the form, visit <http://www.osc.nc.gov/vendorepayform/index.html>. If an entity using NC E-Procurement is unable to send electronic payment, a check will be sent via US Mail.

**Note:** There are some entities within the State that do not have the ability to submit electronic payment. If electronic payment is selected by the company and electronic payment cannot be submitted, the payment will be sent via US Mail.

☐ Terms of Use  
☐ VendorLink  
☒ **Registration Summary**

Click **Save** or **Continue** to Save Your Changes on Every Page

### E-Payment Bank Accounts

Electronic payment is optional. If you wish to be paid electronically for the goods and services you provide, please use the New Bank Account button to add account information. If a state agency cannot support electronic payment processing, you will be mailed a check to the address you specify.

In order to receive payment electronically from State agencies, an Office of the State Controller (OSC) Vendor Electronic Payment form is also required to be completed. This additional form is not required for receiving electronic payments from LEAs and Community Colleges. The OSC Vendor Electronic Payment form, as well as instructions on how to complete it, are available at <http://www.osc.nc.gov/vendorepayform/index.html>

Account	Account Name	Bank Name	City	Notification
No E-Payment Bank Accounts have been entered.				

3. Select the '**New Location**' to specify where purchase orders, payments and invoices should be sent for the company.

### Locations

In order to complete the Locations/Contacts page, your company must ensure that one location is entered (ordering, remit, and billing sections). You will not be able to move from this page until these minimum requirements are met.

Attention vendors, completion of the Locations/Contacts page does not complete the registration process. In order to be listed as a valid supplier, your company must complete each of the remaining pages and accept the NC Terms of Use.

No Locations have been entered.

4. **Location Name** – This should be used to uniquely identify the location. The division name, subsidiary business name, geographic location, or product name should be entered in this field. When adding more than one location, this will help buyers identify the different locations.

**Statewide Vendor Registration**

Welcome: **Company ABC**

- ☒ Required Information
- ☒ Username/Password
- ☒ Main Contact
- ☒ Company Information
- ☒ HUB Categories
- ☐ **Locations/Contacts**
- ☐ Commodity Selection
- ☐ Construction Codes
- ☐ eQuote
- ☐ Terms of Use
- ☐ VendorLink

**Registration Summary**

[Logout](#)

Click **Save** or **Continue to Save**

**Location Information**

In order to complete the Locations/Contacts page, your company must ensure that one location is entered (ordering, remit, and billing sections). You will not be able to move from this page until these minimum requirements are met. Once you have completed all of this information, click the Save button to proceed with your registration.

Attention vendors, completion of the Locations/Contacts page does not complete the registration process. In order to be listed as a valid supplier, your company must complete each of the remaining pages and accept the NC Terms of Use.

Fields in **bold** are required.

**Location Name**  
 Buyers use the Location Name to select the destination for their purchase order. The Location Name should include any information needed to uniquely identify the location: Division name, subsidiary business name, geographic location, product division, etc.

**Note:** Individuals should enter the city and state where they are located in the '**Location Name**' field.

5. Complete the 'Order From Address' information.
  - a. **Vendor prefers orders via** – select the preferred method of receiving orders from entities using NC E-Procurement: Fax or Email.
  - b. **Does this location accept P-Cards?** – This is a form of credit card that allows buyers to procure goods and services without utilizing standard purchasing processes. Change the radio button indicating whether or not the company accepts credit cards.
  - c. **Ordering Email Address** - Enter the address where purchase orders for the location should be emailed. If 'Fax' was marked in the 'Vendor prefers orders via' section, the 'Ordering Email Address' field can be left blank. Confirm the email address in the field next field.
  - d. **Confirm Order Email Address** – re-enter the email address that was typed in the previous field.
  - e. **Ordering Fax** – Enter the fax number where purchase orders for the location should be faxed. If 'Email' was marked in the 'Vendor prefers orders via' section, the 'Ordering Fax' field can be left blank. The fax number should be in 999-999-9999 format.

Your Changes on Every Page

**Order From Address** Address to which purchase orders will be sent

**Vendor prefers orders via**

☒ Email  
 ☐ Fax  
 ☐ Ariba Commerce Services Network, if applicable  
You do not currently have Ariba Network ID. Please click [here](#) to add one if you select Ariba Commerce Services Network as your preferred ordering method.

Company Information

**Does this location accept P-Cards?**

☒ No  
 ☐ Yes

**If yes, what type of P-Cards are accepted?**

☐ Visa  
 ☐ American Express  
 ☐ MasterCard  
 ☐ Discover  
 ☐ Diners Club

**Ordering Email Address**  
Example: Jane@hercompany.com

If you don't have an email address, please visit the [Yahoo! Free Email Site](#) (<https://login.yahoo.com>), and click on Sign Up.

**Confirm Ordering Email Address**  
Please confirm your email address by re-entering it here.

**Ordering Fax**  
Select a country code from the list (Example: 1 for US and Canada, etc.) and then enter the phone number. For the country code 1, please enter in this format: 123-456-7890. For all other country codes, please enter the phone number using only digits. For a listing of country codes, click [here](#).

- f. **Contact** – Select the person from the drop down box that should be the contact for receiving the purchase orders. The printed purchase orders will show this person as the contact for the company. If the person is not listed in the drop down menu, select '**New Contact**,' to create a new contact.
- g. **Street 1 and Street 2** – Enter the street address or PO Box for where purchase orders should be sent.
- h. **City** – Enter the city where the address is located.
- i. **County** – Select the county where the address is located. This should only be completed if the vendor is located within the State of North Carolina.
- j. **State** – Select the State where the address is located.
- k. **Zip** – Enter the postal zip code.

6. Complete the '**Remit to Address**' which is the address to which payment for goods and services should be sent.

**Note:** If the mailing address is the same as the information entered in the '**Ordering From Address**' section, users can select the '**Copy Data from Ordering**' button that will pre-fill the mailing information in the '**Remit to Address**' section.

- a. **Vendor prefers payment via** – Select either Electronic Payment or US Mail. If an electronic bank account was not entered, US Mail should be selected.

- b. **Make Checks Payable To** – Select either ‘**Use Corporation Name**’ or ‘**Use Location Name.**’ The Corporation Name is the name entered in the ‘**Vendor Name**’ field while completing the Company Information. The Location Name is the value entered in the Location Name field at the beginning of this section.
- c. **Bank Account** – Select the bank account for payments made for goods and services purchased. If US Mail is selected, vendors can leave this field with the defaulted value.
- d. **Contact** – Select the contact that should be associated with payments made to the company. If the contact is not listed in the drop down box, select ‘**New Contact**’ to create a new contact.
- e. **Street 1 and Street 2** – Enter the street address or PO Box for where payments should be sent.
- f. **City** – Enter the city where the address is located.
- g. **County** – Select the county where the address is located. This should only be completed if the vendor is located within the State of North Carolina.
- h. **State** – Select the State where the address is located.
- i. **Zip** – Enter the postal zip code.
- j. **Fax** – Enter the fax number for the address.

<p><b>Street 1</b> Example: 25 Main Street, PO Box 698 <a href="#">Standard Abbreviations</a></p> <input type="text"/>
<p><b>Street 2</b> Example: Suite 100, Apartment 201</p> <input type="text"/>
<p><b>City</b></p> <input type="text"/>
<p><b>County</b> NC Vendors only</p> <p>Select ▼</p>
<p><b>State</b></p> <p>– Please Choose – ▼</p>
<p><b>Zip</b></p> <input type="text"/>
<p><b>Fax</b> Select a country code from the list (Example: 1 for US and Canada, etc.) and then enter the phone number. For the country code 1, please enter in this format: 123-456-7890. For all other country codes, please enter the phone number using only digits. For a listing of country codes, click <a href="#">here</a>.</p> <p>1 ▼ <input type="text"/></p>

7. Complete the **'Bill To Address'** section which is the address to which the service fee invoice for NC E-Procurement will be sent.

**Note:** If the mailing address is the same as the information entered in the **'Ordering From Address'** section, users can select the **'Copy Data from Ordering'** button that will pre-fill the mailing information in the **'Bill to Address'** section.

**Bill To Address** Address to which service fee for E-Procurement will be sent

Based on the purchases to your company, the billing contact identified below will receive invoice(s) for the marketing fee as described in the NC Terms of Use. An example is provided below.

Your company receives a Purchase Order for \$100 worth of widgets.  
 Your company ships 200 widgets at a total of \$100 dollars to the agency which requested them.  
 Your company is paid in full for the \$100 worth of widgets.  
 Your company receives an invoice for \$1.75 from NC E-Procurement.  
 Your company has 30 days to remit \$1.75 to Information Technology Services.

Refer to the [NC Terms of Use - Marketing Fee](#) for details regarding the 1.75% fee.

**Vendor prefers bills delivered via**

☒ Email
 ☐ Fax

Copy Data from Ordering

- Vendor prefers bills delivered via** – Select the radio button next to Email or Fax depending on how the company prefers to receive invoices from NC E-Procurement.
- Billing Email Address** – Enter the address to which invoices should be emailed. If Fax was selected as the preferred delivery method, the Billing Email Address can be left blank.
- Billing Fax** – Enter the number to which invoices should be faxed. This field can be left blank if email was selected as the preferred delivery method. The fax number should be in 999-999-9999 format.
- Contact** – Select the person from the drop down box who should be the contact to receive invoices. This person may be contacted if there are questions about payments. If the contact is not listed in the drop down box, select **'New Contact'** to add an additional contact to the account.

**Billing Email Address**  
 Example: Jane@hercompany.com

If you don't have an email address, please visit the [Yahoo! Free Email Site](#) (<https://login.yahoo.com>), and click on Sign Up.

**Confirm Billing Email Address**  
 Please confirm your email address by re-entering it here.

**Billing Fax**  
 Select a country code from the list (Example: 1 for US and Canada, etc.) and then enter the phone number. For the country code 1, please enter in this format: 123-456-7890. For all other country codes, please enter the phone number using only digits. For a listing of country codes, click [here](#).  

1

**Contact**  

Vendor, Test

New Contact



- e. **Street 1 and Street 2** – Enter the mailing address to which invoices should be sent for the company.
  - f. **City** – Enter the City where the address is located.
  - k. **County** – Select the county where the address is located. This should only be completed if the vendor is located within the State of North Carolina.
  - l. **State** – Select the State where the address is located.
  - m. **Zip** – Enter the postal zip code.
8. Select **'Save.'** The new location is saved.

**Street 1**  
 Example: 25 Main Street, PO Box 698  
[Standard Abbreviations](#)

**Street 2**  
 Example: Suite 100, Apartment 201

**City**

**County**  
 NC Vendors only

**State**

**Zip**

**Note:** If an additional location needs to be added, select the **'New Location'** button again and complete steps 4-8 in Section VIII.

9. Select **'Continue.'**

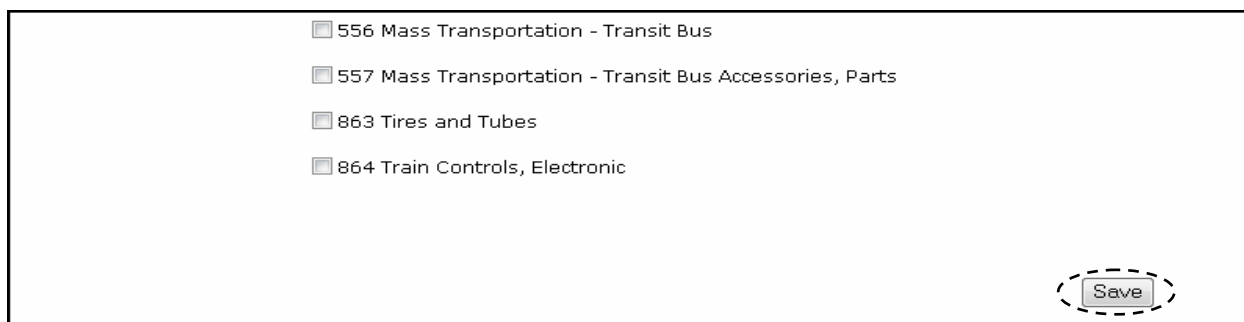
Company ABC			Edit	Delete
<b>Order From:</b> <b>Orders:</b> via EMAIL <b>Email:</b> company@abc.com <b>Fax:</b> <b>Contact:</b> Test Vendor  123 Main St Raleigh, NC 27609 Wake	<b>Remit To:</b> <b>Payment:</b> via USMAIL <b>Make Checks Payable To:</b> Company ABC <b>Fax:</b> <b>Contact:</b> Test Vendor  123 Main St Raleigh, NC 27609 Wake	<b>Bill To:</b> <b>Bill:</b> via EMAIL <b>Email:</b> company@abc.com <b>Fax:</b> <b>Contact:</b> Test Vendor  123 Main St Raleigh, NC 27609 Wake		

## IX. Commodity Selection

1. Select the appropriate commodity codes that describe the goods and/or services that the company provides. More than one commodity code can be selected.

**Note:** There may not be a commodity code that specifically describes the commodities that the company provides. Select the commodity codes that fit best.

2. Once all commodity codes are selected, click '**Save**' at the bottom of the page.

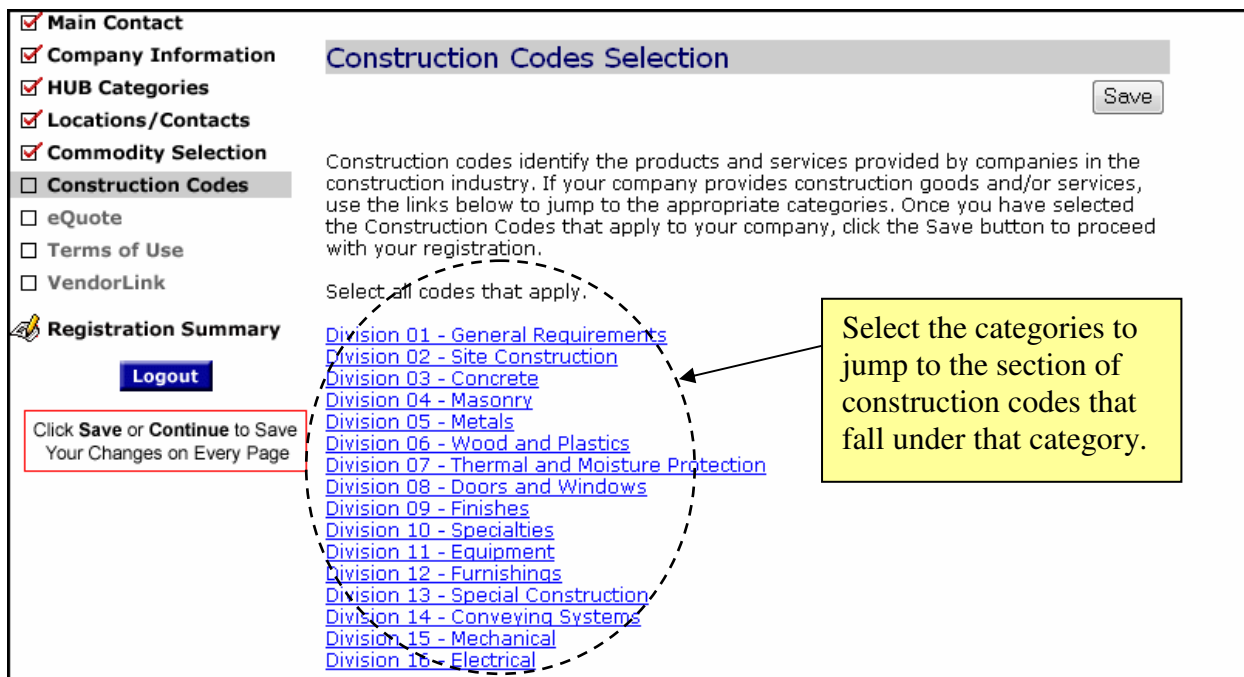


☐ 556 Mass Transportation - Transit Bus  
☐ 557 Mass Transportation - Transit Bus Accessories, Parts  
☐ 863 Tires and Tubes  
☐ 864 Train Controls, Electronic

Save

## X. Construction Codes

1. Construction codes identify products and services provided by companies in the construction industry. Use the links to jump to the appropriate categories. Select the construction codes that apply to the company. If none apply, this section can be left blank.



**Construction Codes Selection**

Construction codes identify the products and services provided by companies in the construction industry. If your company provides construction goods and/or services, use the links below to jump to the appropriate categories. Once you have selected the Construction Codes that apply to your company, click the Save button to proceed with your registration.

Select all codes that apply.

- [Division 01 - General Requirements](#)
- [Division 02 - Site Construction](#)
- [Division 03 - Concrete](#)
- [Division 04 - Masonry](#)
- [Division 05 - Metals](#)
- [Division 06 - Wood and Plastics](#)
- [Division 07 - Thermal and Moisture Protection](#)
- [Division 08 - Doors and Windows](#)
- [Division 09 - Finishes](#)
- [Division 10 - Specialties](#)
- [Division 11 - Equipment](#)
- [Division 12 - Furnishings](#)
- [Division 13 - Special Construction](#)
- [Division 14 - Conveying Systems](#)
- [Division 15 - Mechanical](#)
- [Division 16 - Electrical](#)

Save

Click **Save** or **Continue** to Save Your Changes on Every Page

Logout


Select the categories to jump to the section of construction codes that fall under that category.

**Note:** Commodity Codes can be selected in both the 'Commodity Codes' section and the 'Construction Codes' section of the registration.

2. Once all construction codes are selected, select **'Save.'**

**Division 16 - Electrical** ( [back to top](#) )
 

- ☐ 16050 Basic Electrical Materials and Methods
- ☐ 16700 Communications
- ☐ 16200 Electrical Power
- ☐ 16500 Lighting
- ☐ 16400 Low-Voltage Distribution
- ☐ 16800 Sound and Video
- ☐ 16300 Transmission and Distribution
- ☐ 16100 Wiring Methods



## XI. eQuote

1. Select either **'I want to participate in eQuote'** or **'No, I do not want to participate in eQuote now. I am ready to complete my registration. I understand that I may log in again later and register for eQuote.'**

**Note:** eQuote is an electronic service that allows suppliers to receive and respond to electronic requests for quotation from buyers within the State of North Carolina.

2. If **'I want to participate in eQuote'** is selected, select the **'Main eQuote Contact Location'** and **'Main eQuote Contact'** and click **'Submit.'**

Welcome: **Company ABC**  
☒ Required Information  
☒ Username/Password  
☒ Main Contact  
☒ Company Information  
☒ HUB Categories  
☒ Locations/Contacts  
☒ Commodity Selection  
☒ Construction Codes  
☐ **eQuote**  
☐ Terms of Use  
☐ VendorLink  
 Registration Summary  
  

Click **Save** or **Continue to Save** Your Changes on Every Page

**eQuote Registration**  

Thank you for your interest in eQuote registration. In order to process your request we will need you to select a Main eQuote Contact Location and Main eQuote Contact to serve as our contact point for eQuote.

Please complete the form below and click the submit button to finish the North Carolina eQuote registration process. If you have already completed eQuote registration on an earlier date, your eQuote settings are listed below. Click Continue to proceed to the next page.

**Main eQuote Contact Location**  
 This is the office address of your Main eQuote Contact.  
 To create a new location, click on the "Locations/Contacts" link in the left-hand tool bar.

**Main eQuote Contact**  
 This is the person that will sponsor and manage the implementation of eQuote within your company.  
 To create a new contact, click on the "Locations/Contacts" link in the left-hand tool bar.

**Note:** Within 2 business days, the Main eQuote Contact will receive an additional email with the username and password for the eQuote account.

## XII. Terms of Use

1. Review the Terms of Use and select either '**I Accept the Terms of Use**' or '**I Decline the Terms of Use**.'

14. **LIMITATION OF LIABILITY** You expressly understand and agree that the State, including its officers, employees, and agents (including the TPA) involved, directly or indirectly, in the delivery and operation of the Service, shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if the State has been advised of the possibility of such damages), resulting from: (i) the use or the inability to use the Service; (ii) unauthorized access to or alteration of your transmissions or data; (iii) statements or conduct of any third party on the Service; or (iv) any other matter relating to the Service.
15. **APPLICABLE LAW** By visiting the North Carolina E-Procurement Service, you agree that the laws of the State of North Carolina, without regard to principles of conflict of laws, will govern these Terms of Use and any dispute of any sort that might arise between you and the State or its third party agents.

[I Accept the Terms of Use.](#) [I Decline the Terms of Use.](#)

**Note:** If the Terms of Use are declined, the company will not be registered with NC E-Procurement. If you have questions about the fee referenced in the Terms of Use, refer to the Vendor Frequently Asked Questions on the NC E-Procurement Service website at <http://eprocurement.nc.gov/Vendor/FAQ.html>.

### XIII. Vendor Link

1. Vendor Link is a service maintained by the Division of Purchase & Contract that enables companies to register for automatic notifications of formal solicitations from buyers within the State of North Carolina. To complete registration for Vendor Link, visit <https://www.ips.state.nc.us/ips/Vendor/Vndrmess.asp>.

**Note:** The Vendor Link website is not maintained by the NC E-Procurement helpdesk. If there are any questions while completing the registration, please contact the Division of Purchase & Contract at 919-807-4500.

2. Click 'Continue.'

**E-Procurement**

**Welcome:** Company ABC

- ☒ Required Information
- ☒ Username/Password
- ☒ Main Contact
- ☒ Company Information
- ☒ HUB Categories
- ☒ Locations/Contacts
- ☒ Commodity Selection
- ☒ Construction Codes
- ☒ eQuote
- ☒ Terms of Use
- ☐ VendorLink

**Registration Summary**

[Logout](#)

Click **Save** or **Continue** to Save Your Changes on Every Page

## Statewide Vendor Registration

**Accepted North Carolina Terms of Use.**

### Vendor Link

**Are you interested in bidding on contracts for the State of North Carolina?**

Vendor Link is a service, maintained by the Division of Purchase and Contract, that enables your company to register for automatic notification of solicitations. As a result of registering your company, you will receive email notification of relevant solicitations that are posted on Vendor Link.

To register for Vendor Link, please follow these instructions:

- Click the Vendor Link Website link below. The Vendor Link site will open in a new browser window.
- Follow the instructions located on the Vendor Link screens to create your account and register for bid notification.
- Once you have completed Vendor Link registration, close the additional web browser screen (by pressing control-W or by clicking the X box on the top right hand corner of the screen) and return to this Vendor Registration screen.

Go to [Vendor Link](#) for more information and to register. **NOTE: If you have previously registered with Vendor Link you only need to visit this site if you would like to make changes to your Vendor Link information.**

[Continue](#)

## XIV. Registration Summary

1. Review the company information and confirm that everything entered is correct.

**Note:** This page can be printed for your records, by selecting the **'Print this Information'** button.

**E-Procurement**

### Statewide Vendor Registration

Welcome: **Company ABC**

- ☒ Required Information
- ☒ Username/Password
- ☒ Main Contact
- ☒ Company Information
- ☒ HUB Categories
- ☒ Locations/Contacts
- ☒ Commodity Selection
- ☒ Construction Codes
- ☒ eQuote
- ☒ Terms of Use
- ☒ VendorLink
- ☒ **Registration Summary**

[Logout](#)

Please print this summary page for your records.

If you need to make changes to any of the information you entered, use the links in the left margin to access the information you would like to change.

We look forward to doing business with you!

[Registration Summary](#)

[Print this information](#)

[General Vendor Information](#)

**Vendor Name:** Company ABC  
**Ariba Network ID:**  
**Dun and Bradstreet Number:**  
**Website:**

2. Select **'Continue.'**
3. The NC E-Procurement Vendor Registration is completed. A red box will be displayed at the top of the page stating **'Congratulations! You have finished the vendor registration process for the State of North Carolina.'** If the registration is completed before 5:00 PM Eastern Time, the company will be visible in the system the following business day. If the registration is completed after 5:00 PM, the registration will take an additional day to process.

**NC your service**  
www.ncgov.com

**E-Procurement**

[Contact Us](#)

[HUB Office](#) | [Governor's Page](#) | [Purchase & Contract](#) | [ITS](#) | [NC @ Your Service Portal](#)

### Statewide Vendor Registration

Welcome: **Company ABC**

- ☒ Required Information
- ☒ Username/Password
- ☒ Main Contact
- ☒ Company Information
- ☒ HUB Categories
- ☒ Locations/Contacts
- ☒ Commodity Selection
- ☒ Construction Codes
- ☒ eQuote
- ☒ Terms of Use
- ☒ VendorLink

**Congratulations! You have finished the vendor registration process for the State of North Carolina.**

Thank you for registering!

### Supplier Benefits

Suppliers will receive increased access to markets, simplified processes/reduced costs, and service & support, as follows:

**Increased Access to Markets**